



JOB POSTING

PART-TIME ADMINISTRATIVE AIDE

The Town Clerk's Office is seeking qualified and eligible candidates to fill the position of a Part-time Administrative Aide to perform confidential administrative and clerical duties in support of the Town Clerk.

Details:

- 15 hours per week
- Flexible and set hours during normal Town Offices hours M-T 8 am – 4 pm & F 8 am – 12 noon
- Hourly rate of pay \$20.00

Requirements: Must be bondable. Notary Public Commission preferred.

Education and Experience:

- A. High school graduate or GED equivalent with specialized course work in general office practices such as typing, filing, and bookkeeping.
- B. Two (2) years of related experience, preferably in a public sector function.
- C. Any equivalent combination of education and experience.

Some of the Necessary Knowledge, Skills and Experience include:

- A. Ability to multi-task, work independently, be organized, accomplish tasks, and meet deadlines despite frequent interruptions in a fast-paced environment.
- B. Ability to pay attention to detail and maintain accurate records.
- C. Due to the variety of, and access to, confidential information processed by the Town Clerk's Office, the Part-Time Administrative Aide must respect and maintain a high degree of confidentiality, discretion, and professional protocols.
- D. Extensive knowledge of standard office procedures. Thorough knowledge of records management procedures. General understanding of the organization of municipal government.
- E. Working knowledge of laws relating to elections, voter registration, and vital statistics. Ability to understand, learn, interpret and explain laws, regulations, policies and procedures as they relate to the Town Clerk's Office.
- F. Proficient with personal computers and skill in the operation of office tools and equipment.
- G. Working knowledge of computer programs such as Microsoft Word, Excel, and Access.
- H. Ability to communicate effectively and tactfully with a wide variety of individuals including other department staffs, Town employees, Town Officials, Commission/Board/Committee members, and the public. Communication with the public requires considerable patience, courtesy, and discretion in an impartial manner. Must maintain good communication skills both verbally and in written correspondence. A complete job description is available upon request from the Town Clerk's Office.

Please forward resume and completed Town Employment Application to the Board of Selectmen's Office, 340 Anawan Street, Rehoboth, MA 02769 or by email to darruda@rehobothma.gov Employment application is available on Town Website at www.rehobothma.gov

Applications will be accepted until Friday, February 18th or until position is filled.

Affirmative Action/Equal Opportunity Employer

Posted: 1/21/2022
Town Hall
Town Clerk's Office
Police Station
Library